

# VACANCY NOTICE

2915

CS-376  
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	Cleaner (Public Buildings) (part-time)	
	TITLE OF POSITION:	CLASSIFICATION CODE: 02165200
	SALARY RANGE: 301 Weekly \$327.00	REFERENCE POSITION NO.: 2463-90000-110
	Department or Agency Name: Administration	APPLICATION PERIOD: 8/28/2012-9/3/2012
	Division/Section/Unit: Facilities Management/Donley Center	<b>Application period ends at 4:00 pm on 9/6/12</b>
	Assignment(s) / Comments:	
	Shift and Days: 3:00-7:00 pm (Monday-Friday)	Job Location: Providence, RI
	Restrictions/Limitations: <b>Leave to Protect Status 12/29/12</b>	
	Position Covered By Collective Bargaining Union Agreement: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: Council 94 Local 2869	
There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>		
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>
To perform cleaning duties in a public building usually after office hours; to sweep, mop, dust, wash and clean hallways, rooms, offices and lavatories; to polish furniture, and wash woodwork and windows when required; to clean and polish plumbing fixtures; to wax floors; to collect and dispose of rubbish; to vacuum rugs and carpets; and to do related work as required.		
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Such as may have been gained through: sufficient to follow simple verbal directions. <b>SPECIAL REQUIREMENT:</b> At the time of appointment must be physically qualified to perform the assigned duties as evidenced by a physician's certificate.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Kelly Durkin-Murray Department of Administration General Government Service Center One Capitol Hill, 3rd Floor Providence, RI 02908	Telephone #: (401) 222-1238 Email: <a href="mailto:KellyM-resume@hr.ri.gov">KellyM-resume@hr.ri.gov</a> TTY/TDD #: 7 1 1 (Telecommunication Device for the Deaf)



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